



FAQ Number: 1485

Date Published: June 11, 2010

Last Updated: June 11, 2010

Question: What do I need to have available in order to complete Top Screen?

Answer:

Prior to completing Top-Screen, DHS recommends that a facility read and review the following materials, all of which are available on the DHS website, located at www.dhs.gov/chemicalsecurity:

- A copy of 6 CFR Part 27, CFATS Interim Final Rule
- A copy of the 2007 DHS Chemicals of Interest with Screening Threshold Quantities (Appendix A to 6 CFR Part 27)
- A copy of the downloadable PDF file with Top-Screen questions that may be used as a worksheet
- A copy of the Chemical Vulnerability Information manual

In addition, before completing the Top-Screen, DHS recommends that a facility gather the following information:

- North American Industrial Classification (NAICS) codes;
- Data Universal Numbering System (DUNS) numbers, available at <http://www.dnb.com>;
- Latitude and longitude from the center of the facility;
- Parent Company name(s) and DUNS number(s);
- Joint Venture name(s) and DUNS number(s);
- Host/tenant facility name(s);
- Environmental Protection Agency (EPA) Risk Management Plan (RMP) identifier numbers for the facility and host/tenant facilities (if applicable);
- Number of employees and full-time resident contractors;
- Chemical inventory information, including the names and quantities of all DHS COI that are manufactured, processed, used, stored, or distributed at the facility, and the location of the Area of Highest Quantity (a 170-foot radius around the area where the greatest amount of chemical with release concern is located);
- The most recent EPA RMP submittal, including the EPA identifier number, covering processes, inventories of chemicals and offsite consequence and analyses. This information will be helpful in answering some of the questions related to toxic and flammable release;
- A copy of RMP*Comp to calculate information required for chemicals with a toxic-release concern. This resource will be needed for information related to toxic-release chemicals regardless of whether the facility itself is subject to the EPA RMP regulation;
- Records used to prepare the annual Tier 2 report under the Emergency Planning and Community Right-to-Know Act (EPCRA). These records will include inventory and storage locations for various chemicals at a facility;
- Records used to comply with the Chemical Weapons Convention (CWC); and
- Financial sales and marketing information that will be helpful in reporting production values, market share, capacity utilization rates, and product applications for economically critical and mission critical chemicals, if applicable. Census forms such as the *Annual Survey of Manufacturers* and the *Survey of Plant Capacity Utilization* also will be helpful if the company or facility has been asked to complete them previously.